

Dublin Docklands Development Authority

SECTION 15 MANUAL

This manual, prepared in accordance with Section 15 of the Freedom of Information Act, 1997 (as amended), is a guide to the structures, functions, services and records of the Dublin Docklands Development Authority.



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1. Introduction

Dublin Docklands Development Authority (DDDA) is a statutory body set up under the Dublin Docklands Development Authority Act, 1997 (the "Docklands Act,") to secure the sustainable economic, physical and social regeneration of the Docklands area and to continue to develop the IFSC. In doing so the DDDA assumed the functions of the former Customs House Docks Authority (CHDDA) and broadened the mandate to include over 520 hectares of land in the Docklands area. To facilitate regeneration, the DDDA developed the 1997 Master Plan and the 2003 revision of the plan. These documents in conjunction with detailed Planning Schemes and Area Action Plans became the blueprint by which the area would be rejuvenated.

On 31 May 2006 the DDDA became subject to the requirements of the Freedom of Information Acts, 1997 and 2003 (the "FOI Act.")

The FOI Act is designed to promote a culture of openness and accountability within the public sector by providing access to records and information held by public bodies. They require designated bodies to publish information guides which will direct the public with regard to the types of information which are available to them, and to respond to requests which are then made. This booklet is published in accordance with Section 15 of the FOI Act and acts as a guide to the structure, functions, duties, and services of the DDDA and to the records which it holds. The purpose of this publication is to facilitate access to official records of the DDDA, which are not routinely available through other sources.

A range of rules, procedures and practices are used by the DDDA in making its decisions, determinations or recommendations for the purposes of the schemes administered by it. A full list of these items has been published in a separate manual produced in accordance with section 16 of the FOI Act.

2. Background Summary

2.1 Scope of the FOI Act:

The FOI Act governs access to information held by Government Departments and scheduled public bodies. It relates to records which are not routinely available by other means, and specifically refers to:

- all records relating to personal information held by the DDDA irrespective of when it was created;
- all other records created from commencement of the FOI Act, i.e. 21 April, 1998;
- any other records necessary to the understanding of a current record.

2.2 Statutory Rights:

Under the Act all persons have the following rights:

- The right of access to official records created after **21 April 1998** which are held by Government Departments or other public bodies subject to the Act; and
- The right to inspect files and to obtain reasons for decision-making processes that affect them.

In addition, all individuals have the right to have personal information amended where it relates to them personally and where it is incomplete, misleading or inaccurate.

2.3 Exemptions:

Part III of the FOI Act sets out a series of exemptions designed to protect records relating to core Government activities such as security, defence and international relations as well as parliamentary and court matters. These exemptions also protect third party information of a personal, commercial or confidential nature.

2.4 Routinely available Information:

The DDDA currently makes information regarding its functions, activities and schemes routinely available to the public. Such information will continue to be available through the DDDA [website](#), its publications and directly through contact with the DDDA. This routine information may be attained without the use of the FOI Act.

2.5 How to make a request under the FOI Act:

In order to make a request, applicants should ensure that:

- The information which they seek is not readily available outside the FOI Act;
- Requests are made in writing (inc. email) stating that they are being made under the FOI Act, and addressed to:

F.O.I Officer,
Dublin Docklands Development Authority,
52 – 55 Sir John Rogerson’s Quay,
Docklands,
Dublin 2.

Or emailed to foi@ddda.ie, preferably using the [Authority Application Form](#).

- Adequate information is provided to enable the DDDA to identify the required records.
 - Applicants should state the format in which they require the records, i.e. that they wish to inspect the original documentation, that they require copies etc.
 - A fee must accompany all requests for non-personal information. If the request is being made via email, the request will not be processed until the appropriate fee has been received.
- For further details relating to accessing records, fees and the review procedure, please see paragraph 14 of this manual.

3. Structure

3.1 Board and Council

The DDDA is governed and advised by an executive board (the “Board”) and by a council of representatives (the “Council”) from the community, business and public sectors. The Chairperson of the DDDA is appointed by the Minister and is a member of both the Council and the Board. Members of the Council are appointed in accordance with the requirements of the Dublin Docklands Development Act and meet every two months. The directors of the Board are appointed by the Minister and meet on a monthly basis. A full listing of the Board and Council members is available from the [DDDA website](#).

3.2 The Executive

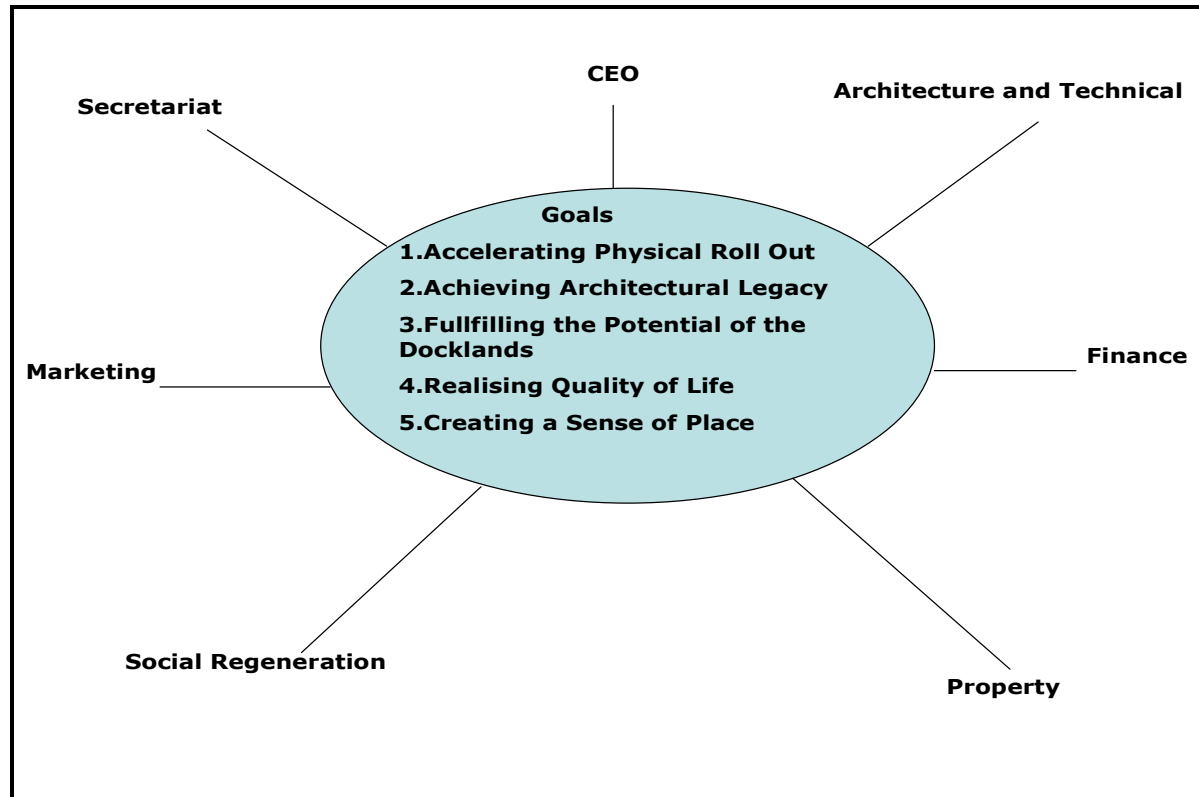
The DDDA’s Executive (the “Authority Executive”) consists of the Directors of Architecture, Finance, Marketing, Social Regeneration, the Secretariat which directs both the legal and property function and the CEO who reports to the Board. A full listing of the Authority Executive is available from the [DDDA website](#).

3.3 Staff

The Authority Executive is supported by a staff of 42, inclusive of in-house consultants and student placements. A full staff listing is available from the [DDDA website](#).

4.

Organisational Goals Chart



5. Functions

The DDDA Act requires that the DDDA secure;

- (i) the social and economic regeneration of the Dublin Docklands Area on a sustainable basis,
- (ii) improvements to the physical environment of the Dublin Docklands Area, and
- (iii) the continued development in the Custom House Docks Area of services of, for, in support of, or ancillary to the financial sector of the economy.

In essence the DDDA aims to develop the Dublin Docklands Area and the Custom House Docks Area (together the “Dublin Docklands”) into a world-class city quarter, one which is a paragon of sustainable inner city regeneration that will offer the whole community the highest standards of access to education, employment, housing and social amenities. Ultimately the developed Dublin Docklands will deliver a major contribution to the social and economic prosperity of Dublin and the whole of Ireland.

6. Duties

Specifically the DDDA Act requires that the DDDA;

- prepare a master plan for the regeneration of the Dublin Docklands in accordance with Section 24 of the DDDA Act, and promote the implementation of a master plan;
- prepare, where appropriate, planning schemes in accordance with Section 25 of the DDDA Act;
- prepare detailed proposals and plans for the development, redevelopment, renewal or conservation of land in the Dublin Docklands;
- acquire, hold and manage land in the Dublin Docklands for its development, redevelopment, renewal or conservation either by the DDDA or by any other person;
- develop, redevelop, renew, conserve, or secure the development, redevelopment, renewal or conservation of, any land in the Dublin Docklands or otherwise to secure the best use of any such land;

- dispose of land—
 - (I) on completion of its development, redevelopment, renewal or conservation under the Docklands Act,
 - (II) to secure its development, redevelopment, renewal or conservation, or
 - (III) to secure its best use;

- provide such infrastructure and carry out such works of amenity development or environmental improvement as, in the opinion of the DDDA, may be required to encourage people to work, shop or reside in the Dublin Docklands or otherwise to use the facilities provided in the Dublin Docklands;

- promote the co-ordination of investment by statutory bodies and of investment by statutory bodies with private investment in the Dublin Docklands;

- promote the co-ordination of the programmes and other activities of statutory bodies and other persons concerned with the regeneration of the Dublin Docklands and promote co-operation between such bodies and persons;

- promote, in particular as regards persons residing in the Dublin Docklands, the provision of education and training opportunities, and the development of a

wide range of employment opportunities in the Dublin Docklands; and

- promote the development of existing and new residential communities in the Dublin Docklands, including the development of a mix of housing for people of different social backgrounds.

7. Powers

7.1 Planning Powers:

The DDDA has specific planning responsibilities for parts of the Dublin Docklands under section 25 of the Docklands Act known as the "Section 25 Planning Powers". The DDDA produces "Planning Schemes" for designated areas through a public consultation process. Following approval by the Minister for the Environment, these Planning Schemes represent exempted development. A developer may seek a certificate of compliance (with the Planning Scheme) from the DDDA. Once such certification is made the development is exempted development and can proceed immediately, without being subject to any further planning application process or third party appeals. A certificate may include conditions which require a payment of development levees and the provision of social and affordable housing.

7.2. Compulsory Purchase Orders

The DDDA has the power to compulsorily acquire lands and sites within the Dublin Docklands. Generally the DDDA offers the owners of the property advice on redevelopment or attempts to acquire the land or property by direct agreement. Failing this a compulsory purchase order ("CPO") may be implemented in the following manner:

- A CPO will be issued setting out the location, extent and owner(s) or lessor(s) of the property;

- Notice is served on the owners, lessees and occupiers offering such persons the opportunity to obtain copies of CPOs. Any related maps may be viewed on appointment at the offices of the DDDA.
- Notice of the CPO is published in at least one newspaper
- Appeals may then be made

If the order is successful an appeal may be made to the High Court and if an agreement cannot be reached an arbitrator may be introduced to the case.

8. Services and how they can be availed of:

8.1 Planning and Design

The DDDA prepared master plans in 1997 and 2003 (the “Master Plan”) for the development and regeneration of the Dublin Docklands. The Master Plan consists of a written statement of strategic objectives governing economic, physical and social regeneration of the Dublin Docklands over a 15 year period. Intrinsic to the development of the Master Plan strategy are the Section 25 Planning Schemes and local Area Action Plans which detail policies for specific areas within and surrounding the Dublin Docklands. Specifically these documents relate to land use mix, urban design, amenities and transportation.

Copies of the DDDA’s Master Plan, Planning Schemes and local Area Action Plans are available in soft copy from the DDDA [website](#) and in hard copy from the DDDA offices. In addition Section 25 planning applications can be consulted on appointment at the offices of the DDDA.

8.2 Property

8.2.1 Sale and Development

The DDDA offers a range of opportunities for investment and development in commercial and residential properties. Information regarding the status of development projects, and information on the sale and letting of properties is available from the DDDA [Website](#).

8.2.2 Compulsory Purchase Orders (CPO):

The DDDA may be authorised to compulsorily acquire land situated in the Dublin Docklands (other than lands owned by other statutory bodies) for the purpose of performing any of the functions assigned to it by or under the DDDA Act. In these circumstances a CPO may be made by the DDDA and submitted to and confirmed by the Minister in accordance with section 76 of the Housing Act, 1966, and the Third Schedule thereto.

Copies of CPOs and related maps may be viewed by appointment at the offices of the DDDA.

8.3 Education and the Community

The DDDA, through its Social Regeneration Department administers and supports a range of projects in response to the educational and social needs of the Docklands community. The focus is on broadening the experiences of primary school children, encouraging further education and on facilitating a return to education for mature learners. In addition the DDDA runs a number of projects which seek to promote and sustain a sense of community in the Docklands area. A list of current and recent projects is listed in [Appendix I](#). Further information on any one of these projects can be obtained directly from the Social Regeneration Department.

8.4. Housing

8.4.1 Social Housing

The Docklands Act requires that the Master Plan “include proposals for the Development of existing and new residential communities in the Dublin Docklands area including development of housing for people of different social backgrounds.” The Planning and Development Act, 2000, imposed “Part V” obligations on developers to supply 20% of the total number of homes in schemes at cost price to the relevant Local Authority. These properties are made available as “social” and “affordable” homes by Local Authorities to eligible households who would otherwise not be able to purchase their own home. Social housing involves the rental of property owned by the Local Council or a Voluntary Housing Association. It has traditionally been known as “Dublin Corporation Housing”. Many of the social apartments for rent in Docklands will be newly-built, and managed by Voluntary Housing Associations. Rental costs will tend to be similar to Dublin City Council rents. However, there will also be a “service charge” payable by tenants. Social apartments in the Dublin Docklands are allocated to people on Dublin City Council’s housing lists (social waiting list, transfer and homeless lists) based on housing need. So, those people on higher points will be offered accommodation first, subject to conditions including the matching of households to accommodation available, and estate management checks for anti-social behaviour. The DDDA has no involvement in the assessment of applicants for social housing, or the management or housing lists. This is the sole responsibility of Dublin City Council. The DDDA is, however, committed to sustaining Dublin Docklands’ communities, in which housing plays a major role. Liaising with Dublin City Council and the

Voluntary Housing Associations, the DDDA works to ensure that when two households of equal housing need are being considered, and one of them is from the Dublin Docklands, the “Docklanders” should receive preference.

People interested in applying for Social Housing should apply to:

Dublin City Council
Social Housing Department
Block 2,
Ground Floor,
Civic Offices
Wood Quay
Dublin 8

8.4.2 Affordable Housing

Affordable housing schemes allow first time buyers to purchase a property through a Local Authority, for a significantly lower cost than buying privately, as the properties are sold to purchasers at “cost price” rather than at their full market value. The DDDA and Dublin City Council have jointly introduced an Affordable Housing Policy to include homes for sale across all of its affordable initiatives. This ensures that Docklands Affordable Housing is prioritised and that applicants will be considered for affordable Housing across not only in the Docklands but across Dublin, as part of the same process.

In order to be eligible for Affordable Housing applicants must;

- Be a first time buyer (although exceptions may be made in special circumstances)
- Earn up to a maximum annual household income (approx €40, 000 for shared ownership, and €60,000 for part V Schemes)

- Surrender a Local Authority or Voluntary Housing Association home.

New homes in the Docklands area will be allocated via a lottery process as follows;

- 50% will be sold to Docklands residents
- 10% will be sold to residents of Dublin City Council, or Voluntary Housing Associations surrendering their homes
- 40% will be sold to other applicants on the Affordable Housing list.

Application forms are available from;

Affordable Housing Unit

Dublin City Council

Block 2,

Ground Floor,

Civic Offices

Wood Quay

Dublin 8

They can also be downloaded from www.dublincity.ie

8.5. Community Development Projects Initiative

Since 1999 the DDDA has provided funding to the local community in an attempt to enhance facilities in the Docklands area. Residents are asked to submit proposals for capital projects e.g. those which would benefit the community in terms of construction or refurbishment of existing facilities. Those which meet the criteria are then offered a grant-in-aid of 60% of the total value of the project. To date the DDDA has contributed over €4.1 million to the initiative, funding over

160 projects. Examples of projects which have been approved include the following:

- Construction of extensions and refurbishments to Community and Recreation Centres,
- Refurbishment of Social Housing units,
- Upgrade of facilities in sports clubs,
- Provision of minibuses for community clubs,
- Development of new programs for children, youth and senior's groups

Additional information regarding specific projects is available directly from the Social Regeneration Department or from the DDDA [Website](#).

8.6 Employment and Enterprise Development

The DDDA's Social Programmes Unit oversees the development of employment and enterprise projects in the Docklands Area. The DDDA supports a 'Working for Life' concept which promotes employment training and educational programs inclusive of The School Jobs Placement Scheme, the Introduction to the Financial Services Programme, the Apprenticeship Programme and the Local Employment Charter. In addition the DDDA's supports the Enterprise Development Programme which was established to identify the needs of local businesses and entrepreneurs. Through this programme the DDDA offers advice and support free of charge to residents in the Dublin Docklands Area and its immediate hinterland on setting up or developing a business. More information is available directly from the

9. Classes of records held by function

9.1 Corporate Governance

Records relating to the DDDA's overall strategic planning and management, and include:

- Records relating to the Master Plan, its development and review;
- Records relating to the management of governing bodies, their make-up, activities and the conduct of their business, including appointments, activities, meetings and reporting;
- Records relating to the development and management of corporate policy in relation to issues which impact on the DDDA as a whole; and
- Records relating to the governance of the DDDA, inclusive of government relations, Board and Council records.

9.2 Facilities

Records relating to the care and maintenance of DDDA offices and surrounds, inclusive of records relating to:

- Health and safety;
- Hygiene services;
- Security management; and
- Utilities.

9.3 Finance

Records relating to the management and operation of the DDDA's finance function, including:

- Records relating to the financial strategy, policy and procedures;
- Records relating general accounts, payroll and travel; and
- Records relating to risk management and general DDDA insurance, including records relating to the assessment of the DDDA's liabilities and insurance needs and the maintenance of adequate insurance cover.

9.4 Health and Safety

Records relating to the management, implementation and development of the DDDA's health and safety function, including:

- Records relating to health and safety strategy, policy and procedures;
- Risk assessment;
- Safety statement; and
- Employee training.

9.5 Human Resources

Records relating to the management of the DDDA's human resources function, including:

- Records relating to H.R. strategy, policy and procedures;
- Records relating to recruitment
- Personnel management;
- Staff training; and
- Leave.

9.6 Information Technology and Communications

Records relating to the management and maintenance of the DDDA's I.T. and communications function, including:

- Records relating to I.T. and communications strategy, policy and procedural documents; and
- Records relating to the acquisition, management and review of the DDDA 's equipment and systems.

9.7 Legal records

Records relating to the management of the DDDA's legal function, including:

- Records relating to legal strategy, policy and procedures;
- Records relating to the management of contracts and deeds;
- Records relating to claims and litigation;
- Records relating to risk management and general DDDA insurance
- Advice received from the DDDA's legal advisers ; and
- Records relating to the management of the procurement process.

9.8 Marketing

Records relating to the management of the DDDA's marketing function, including:

- Records relating to marketing strategy, policy and procedural documents; and
- Records relating to projects initiated by the marketing department.

9.9 Planning and Architecture

Records relating to the DDDA's planning and design function, including:

- Records relating to the development, implementation and review of the planning and design strategy, policy and procedural documents;
- Records relating to the development of local Area Action Plans, Planning Schemes and related amendments;
- Records relating to the review of the Master Plan; and
- Records relating to projects initiated by the Planning and Design Department, and those initiated by other bodies with whom the DDDA is required to liaise.

9.10 Property

Records relating to the DDDA's property management function, including:

- Records relating to the development, implementation and review of property management strategy, policy and procedural documents; and
- Records relating to projects initiated by the property department.

9.11 Records and Archives Management

Records relating to the management and control of the DDDA's records and archives, including:

- Records relating to records management strategy, policy and procedural documents;
- Records relating to file classification; and
- Records relating to the management of records from creation through to disposition and records retention.

9.12 Social Regeneration

Records relating to the management of the DDDA's social regeneration function, including:

- Records relating to the development, implementation and review of social regeneration strategy, policy and procedural documents; and
- Records relating to projects initiated by the Social Regeneration property department.

10. Access to Records

10.1 Making a request

Under the FOI Act anyone is entitled to apply for access to information not otherwise publicly available. Every person has the right to:

- Access records held by the DDDA;
- Correct their personal information held by the DDDA where it is inaccurate, incomplete or misleading; and
- Be given reasons for decisions made by the DDDA directly affecting that person.

In order to ensure that applicants' requests are dealt with as promptly and efficiently as possible, applicants should be aware of the following steps when making a request;

- Apply in writing preferably using the form provided;
- Indicate that you are making a request for information under the Freedom of Information Acts, 1997 and 2003;
- Indicate whether you require the information in a particular form, e.g. photocopy etc.
- Try to give as much information as possible and to be as specific as possible in identifying the records that you require,
- Proof of identity may be required for access to personal information, e.g. drivers licence, birth certificate etc.;
- The required fee must be made payable to the DDDA;
- Include a contact number which we may use to clarify details of your request;

- Requests should be addressed to:

Freedom of Information Officer
Dublin Docklands Development Authority
52 – 55 Sir John Rogerson’s Quay
Docklands
Dublin 2

The DDDA is normally obliged to respond to a request within 20 working days. A longer period may be justified in certain limited circumstances, e.g. where consultation with third parties is required. You will be informed by the DDDA in all cases of the prospective decision date.

10.1.1 Access to Records

Under the FOI Act a person may request access to the following types of records held by the DDDA:

- all records relating to personal information held by the DDDA irrespective of when it was created;
- all other records created from commencement of the FOI Act, i.e. 21 April, 1998;
- any other records necessary to the understanding of a current record.

Further details regarding the fees that are chargeable in respect of any such request and the appeals procedure that applies are set out below.

10.1.2 *Amendments to Records*

Applications may be made to the DDDA to have certain records amended because the requester is of the opinion that the records in question are incomplete, incorrect or misleading.

The DDDA has 20 days to comply with the request from the date of receipt of the request itself. The time period allowed for processing the request is the same as that which is allowed for compliance with requests for access to records referred to above.

If the DDDA accedes to a request to have certain record(s) amended it must then decide what form the amendment will take. The amendment may consist of:

- Deleting the record(s) in question;
- Altering the records; or
- Attaching a note to the record(s) confirming the record(s) is/are incorrect and outlining the reason(s) why.

In cases where the DDDA refuses a request to amend certain record(s) and that decision is upheld on appeal, it must nevertheless show that a request for amendment was received by either:

- Attaching the request itself to the record(s) in question; or
- Attaching a note to the record(s) stating that a request for amendment to the aforesaid record(s) was received by the DDDA.

All notifications to the public in response to requests for amendments to records will contain details of the appeals procedure available to them where the initial decision of the DDDA is to refuse the application to amend the records.

Further details in relation to the appeals procedure are set out at paragraph 14.5.

10.1.3 Reasons for Decisions

Section 18 of the FOI Act confers on every person a legal right to:

- Reasons for decisions of the DDDA on any matter particularly affecting that person;
- Findings on any material issues of fact made for the purpose of the decision i.e. the matters of fact and law used in reaching the decision made.

A member of the public would need to show that a particular decision of the DDDA had a specific impact upon him or her, compared to other persons in similar circumstances.

10.2 Request Fees

Type of Request	Cost	Reduced fee*
Information Request	€15	€10
Internal Review	€75	€25
Commissioner Review	€150	€50

There are no fees charged in respect of the following:

- search and retrieval fees for access solely to personal information relating to the requester;
- in the case of applications made under section 17 of the FOI Act for amendment of a record containing incorrect, incomplete or misleading personal information; and

* Medical card holders

- in the case of applications made under section 18 of the FOI Act for the reasons for a decision affecting the individual.

10.3 Search and retrieval fees

The FOI Act permits a fee to be charged in respect of time and effort spent in the search and retrieval of information, as well as in the duplication of material. In relation to personal records the FOI Act only permits fees to be charged for the copying of information. Fees may be charged for the retrieval and reproduction of all other records.

Current charges include;

€20.95 per hour search and retrieval costs

€0.04 per photocopy

€0.51 per floppy disc

€10.16 per CD-ROM

10.4 Deposits

If the search and retrieval cost of the application is likely to exceed €50.79, a deposit may be sought.

10.5 Appeal and review process

10.5.1 Internal Review

The FOI Act sets out a series of exemptions to protect sensitive information, where disclosure might damage other interests, for example the personal information of other people or commercially sensitive information. Where the DDDA invokes these provisions to withhold information, the decision may be appealed. Decisions in

relation to deferral of access, charges, forms of access, etc. may also be appealed. The appeal review will be carried out by an official who is of a higher grade than the official whose decision is being reviewed.

You may seek internal review of the initial decision if:

- you are dissatisfied with the initial response received, e.g. refusal of access, form of access, charges, etc.; or
- you have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to the internal review stage.

Requests for internal review should be submitted in writing to:

Freedom of Information Internal Review,
Dublin Docklands Development Authority
52 - 55 Sir John Rogerson's Quay
Docklands
Dublin 2

A request for internal review must be submitted within four weeks of the initial decision. The DDDA must complete the review within three weeks. You will be notified in writing of the outcome. An internal review must normally be completed before an appeal is made to the Information Commissioner.

10.5.2 *Reviews by the Information Commissioner*

If following completion of the internal review your request has been refused in part or total, you may seek an independent review of the decision by the Information Commissioner. Also, if you have not received a reply to your application for internal review within three

weeks, this is deemed to be a refusal and you may appeal to the Information Commissioner.

Appeals may be made to:

The Information Commissioner

18 Lower Leeson Street

Dublin 2

Tel: 01 - 678 5220

Fax: 01 - 661 0570

E-mail: foi@ombudsman.irlgov.ie

Certain decisions of the DDDA may be appealed directly to the Information Commissioner without the necessity for an internal review of the original decision. The exceptions to the internal review process are limited and are as follows:

- Decisions made by the head of the DDDA;
- A decision to defer access to records for a specified period;
- A decision by the DDDA to extend the period of time within which it must process a request under the FOI Act;
- A decision made by the DDDA, after consultation with a relevant third party, where such decision is made in the public interest and results in providing access to certain records that would otherwise be exempt under the FOI Act. In such circumstances the third party or the requester has two weeks within which to make an appeal directly to the Information Commissioner; and
- Where a decision has been made that the FOI Act does not apply to the records requested.

10.5.3 Appeals to the High Court

The Commissioner's decision on appeals is binding and conclusive. There is a right to appeal to the High Court from the Information Commissioner's decision, but only on a point of law. There is also a further right of appeal to the Supreme Court.

Freedom of Information Request Form

1. Details of Applicant (Please use Block Capitals)

Surname:

First Name:

Organisation:

Address:

Daytime Telephone Number:

E-mail address:

2. Information Request

Please tick as appropriate

I require access to records under (section 7 of the Act)

I wish to amend personal details (under section 17 of the Act)

I wish to know reasons for decisions (under section 18 of the Act)

The information I seek is of a:

Personal nature Non-personal Nature

You may seek records which relate to you personally irrespective of when they were created. Access to personal information will require I.D in the form of a Birth Certificate, a Drivers License or a Passport and one other form of identity such as a utility bill (e.g. ESB, telephone etc.) **Please provide copies with the request.** Access to another individual's personal details will not be granted without the written permission of that individual. If the information that you require is of a non-personal nature please ensure that you enclose the relevant fee. Details of fees can be found on page 29 of the Section 15 Manual or by clicking [here](#).

2. Details of request:

- 2.1 If you are requesting access to records under section 7 of the FOI Act please give as much detail as possible below in describing the information that you require.
- 2.2 If you require amendments to be made to personal records please state below, where the error occurs and the changes that are required to be made.
- 2.3 If you require reasons for decisions made by the DDDA please give as much detail as possible below regarding the decision and how it affected you.

If you require additional space please use an extra sheet.

3. Form of Access

I would like to inspect the original records

I would like to receive copies

I would like to acquire the records in a particular format:

Please indicate format: _____

Signature: _____

Date: _____

Please return completed applications to;

FOI Officer

Dublin Docklands Development Authority

52 – 55 Sir John Rogerson’s Quay

Docklands

Dublin 2

Telephone: 01 8183364

Email: foi@ddda.ie

Official use only

Date Received _____

Fee Received _____

ID Received _____

Consent Received _____

*If you are seeking information of a non-personal nature please ensure you include the [appropriate fee](#).

Appendix I

Education and Community Projects

Emotional Intelligence
Comer Programme
Psychological Assessments
Circle Time
Therapeutic Crisis Intervention
Schools Music Programme
Schools Drama
French Classes/ Cultural Twinning
Schools Attitude Incentive Programme
Literacy Programme
Radio Schools Programme
One World Project
Return to Education
Schools Principals Forum
St. Laurence O'Toole's Special School
St. Laurence O'Toole's Primary School
3rd Level Scholarship Programme
PE/Healthy Eating
Teachers Conference
Schools Database
After Schools Study Project
Life Centre Project
Discovering University
Schools Yearbook
Schools Festival
Band Project
Photographic Initiative
Schools Jobs Placement Programme
Apprenticeship Programme
Local Labour
Young Persons Self Development
Community Training Workshop
Social Regeneration Conference
Active Citizenship
Parents in Education
Academies x 4
Youth Workers Forum

Splash Week
Talent Showcases x 3
Community Sponsorship Donations
Sports Sponsorship
Civic Infrastructure
C.D.P.I
In Schools Project
Childcare Research
Womb Drug Awareness Theatre & Workshops
Police DCC Liaison (Methadone Clinic)